

**JOHN A. LOGAN COLLEGE STUDENT IDENTITY VERIFICATION PROCESS:**

1. In order to verify identity over the telephone, a student must provide their student identification number or last four digits of the social security number and their date of birth. Once the student's identity has been verified, only student directory information may be provided.
2. To verify identity in person, a student must provide their student identification number or the last four digits of the social security number and their date of birth. If requested, a student may also be asked to show a photo identification card for verification.

**GUIDELINES FOR JOHN A. LOGAN COLLEGE EMPLOYEES:**

1. Employees may have access to only the information needed to perform assigned job duties. Employees are expected to use a "need to know" (rather than a "right to know") approach when accessing student records. College officials must have a legitimate college-related educational or administrative interest and a need to review the educational record in order to fulfill their professional responsibility.
2. Employees may not disclose information about a student to anyone who does not need this information to do his or her job at the College. Additionally, employees may not browse through student records, whether in hard copy form or computer files, for information about students.
3. Employees must take reasonable precautions to safeguard access to student information. These include shredding documents, not sharing computer IDs and passwords, not allowing anyone else to do work under personal IDs and passwords, and not leaving the student information accessible on unattended computers.
4. Employees must always check a student's record to see if the student has requested nondisclosure prior to releasing directory information about a student to individuals who are not College officials.
5. Employees should refer requests for information concerning student records to the appropriate office, e.g. admissions, records, financial, etc.
6. Employees should not provide non-directory information to third parties such as prospective employers, associations, honorary organizations, etc. without the student's written consent.
7. Employees should keep any personal professional records relating to individual students separate from their educational records.
8. Employees should not provide copies to students of their transcripts from other institutions. Release of these transcripts implies that JALC is testifying as to the accuracy of the information on the transcripts.
9. Employees should not share non-directory information from a student's records, such as grades or class schedules, with parents.
10. All emergency student information requests should be directed to the Campus Security Office at (618) 985-2828, ext. 8218.
11. Employees should refer all judicial orders, subpoenas or other written requests for access to information or data subject to the Freedom of Information Act to the Office of Admissions and Records.

**GUIDELINES ON THE INTEGRITY AND CONFIDENTIALITY OF STUDENT RECORDS AT JOHN A. LOGAN COLLEGE (JALC):** The first responsibility of every JALC office is to ensure the integrity and the confidentiality of student records. Below is a description of the best practices with respect to confidentiality of student records.

**WHAT IS FERPA?**

It is the responsibility of every employee to become familiar with the federal law that governs the release of student record information. Known by the acronym of FERPA, the title of the law is the Family Educational Rights and Privacy Act. Passed in 1974 and sponsored by then senator James Buckley, it is commonly referred to as "the Buckley Amendment." The original intention was to assure the rights of students to have access to their educational records. The primary practical impact of the law is that it requires colleges and universities to respect the confidentiality of personally identifiable student information by adhering to well-defined guidelines concerning the release of such information.

**WHAT IS DIRECTORY INFORMATION?**

In brief, FERPA requires colleges and universities to define the information that they will release without a student's prior written consent. JALC's definition contains a list of "directory information" items that may be released: name, address, enrollment status (full-time or part-time), dates of attendance, honors (including honor roll) degree(s) conferred (including dates), past and present sports participation and physical factors of athletes (heights and weight). One common misconception is that FERPA requires us to release student information. It does not. Accordingly, you should err on the side of not releasing information when you are in doubt. Please direct all questions concerning FERPA to the dean of student services at (618) 985-2828, ext. 8221.

**WHAT ARE THE EMPLOYEE'S RESPONSIBILITIES REGARDING FERPA?**

FERPA pertains to all employees at the College, regardless of position. What FERPA says, in effect, is that employees may have access to as much information about students as necessary to perform specified job duties. While some employees at the College have no access to student records and have no need for individual student information, they may, however, come across confidential information in the course of doing their jobs. For this reason, all employees are equally obliged to respect confidentiality guidelines according to FERPA regulations. Beyond any legal requirements, the College is bound by professional ethics to safeguard the integrity and confidentiality of student information. This includes all college officials, persons employed by the College in an administrative, supervisory, academic, or support staff position, regardless of their work classification of full-time, part-time or temporary. What follows are some guidelines, in compliance with the FERPA regulations and College policy, to follow in order to maintain, report, and make available information included in student records.

(ORIGINAL SIGNED BY PRESIDENT RON HOUSE)  
PRESIDENT

FEBRUARY 7, 2017  
DATE

ADOPTED: FEBRUARY 7, 2017  
AMENDED:  
CROSS REF.: